

FILL OUT AS COMPLETELY AS POSSIBLE. THE MORE INFORMATION AVAILABLE THE BETTER SERVICE WE CAN PROVIDE. **IMPORTANT:** WE MUST HAVE THE CORRECT ADDRESS OF THE VIOLATION. PLEASE ATTACH ANY ADDITIONAL INFORMATION OR SKETCHES.

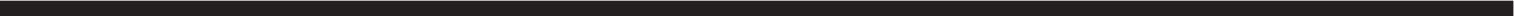
RETURN THE COMPLETED FORM AND KEEP US INFORMED OF ANY IMPROVEMENT OR LACK OF IMPROVEMENT. WE RELY ON YOU TO REQUEST FURTHER SERVICE WHEN NEEDED!

THE DEPARTMENT DOES NOT ENFORCE THE NOISE CODE WHEN THE ALLEGED VIOLATOR AND THE COMPLAINANT LIVE IN THE SAME APARTMENT OR CONDOMINIUM COMPLEX. WE SUGGEST YOU UTILIZE YOUR COMPLEX MANAGER, HOMEOWNER ASSOCIATION, MEDIATION SERVICES, OR THE CIVIL COURTS TO RESOLVE YOUR DISPUTE.

***CONTACT THE MEDIATION PROGRAM:** MEDIATION IS AN EFFECTIVE WAY FOR YOU AND THE PERSON RESPONSIBLE FOR THE PROBLEM TO RESOLVE THE DISPUTE. THIS IS A FREE SERVICE, PARTIALLY FUNDED BY THE CITY OF SAN DIEGO. FOR MORE INFORMATION, CALL 238-2400.

WHAT HAPPENS WHEN YOUR REQUEST FOR INVESTIGATION FORM IS RECEIVED BY THIS OFFICE

- 1. A WRITTEN SUMMARY OF THE COMPLAINT AND SUGGESTIONS FOR SOLUTION WILL BE MAILED TO THE RESPONSIBLE PERSON. WE HAVE FOUND THAT MOST PEOPLE WILL BEGIN CORRECTIVE ACTION AS SOON AS THEY RECEIVE THIS FIRST NOTICE.
- 2. THE AVERAGE RESPONSE TIME IS 10 TO 30 DAYS DEPENDING ON THE TYPE OF COMPLAINT.



TO RETURN TO OUR OFFICE: FOLD, STAPLE, AND MAIL TO OFFICE ADDRESS BELOW.

THE POSTAL SERVICE WILL NOT DELIVER LETTERS THAT DO NOT HAVE A STAMP

NEIGHBORHOOD CODE COMPLIANCE
1200 THIRD AVE., 8TH FLOOR, MS 51N
SAN DIEGO, CA 92101-4106